



## **HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS**

### **WEBSITE COMMITTEE ADMINISTRATOR**

(Sobriety Requirement 24 months)

The Harbor Area Website Administrator is elected each year to select the committee whose responsibility is for the content of the Central Office website, subject to review by the Harbor Area Service Board and the Harbor Area Service Committee.

The Central Office website has proven to be one of the most utilized communication tools of the Harbor Area Service Committee and is visited more than 30,000 times a year. The website committee chairman is considered a key service commitment.

The Website Administrator's duties are:

- ◆ Maintain, expand, broaden, and operate the existing Harbor Area Service Committee's website in accordance with the Twelve Traditions of Alcoholics Anonymous and the A.A. World Service guidelines.
- ◆ Upload and update flyers for upcoming events for central office and other events of Alcoholics Anonymous.
- ◆ Maintain and review existing web pages for accuracy. This entails ensuring the overall integrity of website through constant review of content, ensuring all links are active and troubleshooting errors.
- ◆ Ensure that the overall navigational design flow of the website is user friendly.
- ◆ Ensure that all new website content is uploaded to the site on a timely basis.
- ◆ Monitor the use of the website on a monthly basis by submitting the website statistics to the board. These statistics will be printed in the monthly HASC Agenda
- ◆ Work with the Office Coordinator with any issues that arise with either the web hosting company or the domain registrar.
- ◆ Review the content of the website and recommend changes to the Harbor Area Service Committee for approval.

Tools used to maintain the website:

Microsoft Excel, Microsoft Word, Adobe Dreamweaver, Adobe Photoshop and Adobe Acrobat. Knowledge and experience in these programs or equivalent are suggested.